

## **CHAPTER 17-01-03 DUTIES OF OFFICERS**

### **Section**

17-01-03-01	Duties of President
17-01-03-02	Duties of Secretary-Treasurer
17-01-03-02.1	Duties of Executive Director
17-01-03-03	Joint Duties of President and Secretary-Treasurer [Repealed]
17-01-03-04	Other Duties

**17-01-03-01. Duties of president.** The president shall preside at all meetings of the board, and shall perform such other duties as generally devolve upon that office and as prescribed by law. In the president's absence the vice president shall preside and perform the duties of the president. In the absence of both the president and vice president, the secretary-treasurer shall preside and perform the duties of the president.

**History:** Amended effective February 1, 1990.

**General Authority:** NDCC 28-32-02, 43-06-04.1, 43-06-05

**Law Implemented:** NDCC 43-06-05

**17-01-03-02. Duties of secretary-treasurer.** The secretary-treasurer will review and sign minutes of all meetings as prepared by the executive director. Authorization by the secretary-treasury is required for any checks that exceed five hundred dollars. The secretary-treasurer will review the bank statements each month. The secretary-treasurer will assume the duties of the executive director if the position is unfilled.

**History:** Amended effective April 1, 2001. !mgalxNDCC43-06-04.1

**Law Implemented:** NDCC 43-06-05

**17-01-03-02.1. Duties of executive director.** The executive director is the filing, recording, and corresponding officer of the board. The executive director shall keep on file a register showing names and addresses and complete registration of all chiropractors who have been licensed by the board. The executive director shall be custodian of the seal and affix the same to documents when necessary. The executive director shall collect and receipt for all money received, keep an accurate account of the same and deposit all such money after each regular or special meeting of the board with the bank selected by the board. The executive director shall keep an accurate record of all money received and disbursed and report the condition of the finances to the board after each board meeting or whenever required to do so. The executive director shall take the minutes of each board meeting and make a complete record of the minutes, to be signed by the secretary-treasurer, which shall be kept in a book provided for

that purpose. The executive director will keep the board compliant with the state's open meetings laws.

**History:** Effective April 1, 2001.

**General Authority:** NDCC 43-06-04.1

**Law Implemented:** NDCC 43-06-04.1, 43-06-05, 43-06-07

**17-01-03-03. Joint duties of president and secretary-treasurer.**

Repealed effective February 1, 1990.

**17-01-03-04. Other duties.** The officers and members of the board shall perform such duties as are enjoined upon them by law.

**General Authority:** NDCC 28-32-02, 43-06-04.1, 43-06-05

**Law Implemented:** NDCC 43-06-05